

会议及宴会活动运营
CONFERENCE AND EVENT OPERATIONS

主题：布置——会议室 Subject: Set up – Meeting Rooms	共 8 页 8 pages
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目标

OBJECTIVE

多功能厅应按照客人要求进行专业化布置。

Function rooms are to be set up in a professional manner as per guest requirements.

政策

POLICY

各多功能厅应进行标准化和专业化布置，反映出宴会活动订单（BEO）中详细记录的客人要求。

Every function room is set in a standardised and professional manner reflecting the guest requests as detailed in the Banquet Event Order (BEO).

遵照品牌指南。

Brand guidelines are adhered to.

程序

PROCEDURE

- 多功能厅应在宴会活动开始两（2）小时前全部布置完成。

The function room must be fully set up two (2) hours prior to the event start time.

布局风格

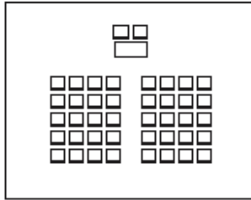
Layout Styles

客户可根据会议目的要求将多功能厅按某一特定风格布置。可有多种布局选择：以下所列为最流行风格 -

The client will request the room to be set in a particular style subject to their meeting objectives. There are many different layout options; listed below are the most popular –

剧院风格

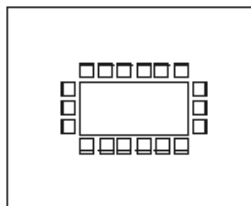
Theatre



- 座椅朝向多功能厅的前方横向布置，由中间走廊或侧道分开。必须提供紧急情况下能到达出口的通道。
Rows of chairs facing the front of the room, divided by a centre and/or side aisles. Aisles must be provided to ensure access to exits in an emergency.
- 标准布置为笔直排列，不过也可布置为朝向某一点汇聚的方式。
Straight rows is the standards, however they can also be angled toward the focal point.
- 平移各排座位使前后排错开，这样出席者不必越过前排人的头顶看向前方（如空间有限，不要采取这种模式，因其会需要更多空间）。
Offset each row so that attendees don't have to look over the person in front of them (if space is limited, don't do this as it will increase the space required).
- 如果使用宴会椅，因这种座椅通常对大部分人而言比较狭窄，所以各座椅间应间隔 3"—6" 个单位（7—15 厘米），各排间隔 24" 个单位（60 厘米）。
If using banquet type chairs, space them 3" - 6" (7-15cm) apart as these chairs are normally narrower than most people's bodies and allow 24" (60cm) between rows.

董事会议室风格

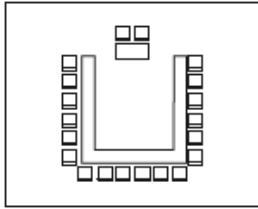
Boardroom



- 设置一个长方形或椭圆形会议桌，四周安放座椅。
A rectangular or oval table with chairs around all sides and ends.
- 如没有独立会议桌，可将标准会议桌放置一起形成一个固定桌面。
If one single table is not available, standard conference tables can be placed together to form one solid surface.
- 如要进行演示，移走长方形会议桌一端的座椅，形成开放式布局。
If a presentation will be taking place, remove chairs from one end of rectangle so it is open-ended.

U 形风格

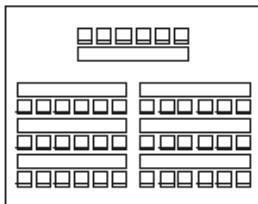
U Shape



- 将多个会议桌按 U 字形布置，座椅放于外围。
A series of conference tables set in the shape of the letter U, with chairs around the outside.
- 各出席者之间最低间隔为 2 个单位（60 厘米）。
A minimum of 2' (60cm) of table space is required per attendee.
- 如出席者只坐在外围，将 U 字形会议桌的内侧围上桌裙（只在会议桌没有窄桌裙时才需要）
Skirt the inside of the 'U' if attendees are being seated only on the outside (only required if tables don't have modesty skirts)

教室风格

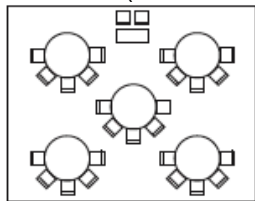
Classroom



- 会议桌横排布置，座椅面向会议室前方（通常为讲话人），并为每人提供书写空间。
Rows of conference tables with chairs facing the front of a room (and usually a speaker), providing writing space for each person.
- 延伸到舞台或指挥台之外的会议桌可朝向讲话人倾斜布置。
Tables that extend beyond the stage or podium can be angled toward the speaker.
- 允许各桌每人大概 2 个单位（60 厘米）的空间。（根据材料的多少，可能会需要更多空间）。
Allow for approximately 2' (60cm) of space per person at each table. (More space may be required depending on the amount of materials).
- 建议会议桌之间最低间隔 3 个单位（90 厘米）。如空间允许，提供 3½ 个单位（1 米）空间以方便各横排间进出。
Minimum recommended space between tables is 3' (90cm). Provide 3½' (1metre) if space allows, for ease of movement in and out of rows.

卡巴莱餐厅风格（也称为聚集式开放圆桌或新月式）。

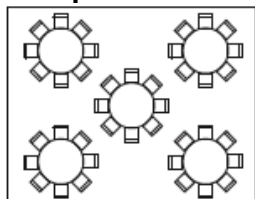
Cabaret (also known as cluster, open ended rounds or crescent moons)



- 所有代表面向前方中心就座。如采用 6 号（1.8 米）会议桌，每桌安置 6-7 位客人就座。如采用 4 号或 5 号（1.2 米或 1.5 米）会议桌，每桌安置 4 位客人就座。
All delegates facing front-centre on round tables. If using a 6' (1.8 metre) table, seat 6 –7 guests per table. If using a 4' or 5' (1.2m or 1.5m) table, seat four guests per table.
- 适合 15 人及以上团体。这种类型适合研讨会和其它会议，在这些会议中与会者有许多材料，并需要在会议期间参与小组活动或交流。
Suitable for groups from 15 and above. This style is good for workshops and any meetings where the delegates have a lot of material, participate in group work or interact throughout the meeting.

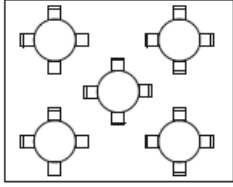
中式宴席/晚餐风格

Banquet Rounds / Dinner Style



- 圆桌通常为 10 人围坐在四周（6 号桌或 1.8 米的圆桌最多 12 人）。
Round tables usually set for 10 people (maximum 12 people on a 6'/1.8 metre table) all the way around the table.
- 通常用作晚宴、午餐会或婚礼，或在分组房间供小组活动使用。
Usually used for dinners/luncheons/weddings or in break out rooms where group work takes place.

鸡尾酒/招待会风格 **Cocktail/Reception**



- 鸡尾酒活动通常采用非正式布局。
An informal layout often used for cocktail events.
- 小桌子或鸡尾酒台散布在会议室。
Small tables and chairs or cocktail tables are scattered throughout the room.
- 通常不设座位或所设座位有限。
Often there may be no seating or limited seating only.

标准会议室要求 **Standard Meeting Room Requirements**

- 按宴会活动订单（BEO）将以下物品放置于会议室：
Place the following items in the meeting room as per the Banquet Event Order (BEO):
 - 会议室外设立登记桌
Registration table set outside the meeting room
 - 会议室外展示活动标牌。
Display the function signage outside the meeting room
 - 贵宾席或发言席——确保桌上有窄桌裙，如没有，围上桌裙
Head table / Presenter table – ensure the table has a modesty skirt or if not, skirt the table
 - 舞台——通常只有在大型会议中需要。
Stage – this will usually only be required in larger meetings
 - 桌椅——根据布局要求布置。桌子可无遮盖（参照酒店标准）或铺上会议桌布。确保会议桌准确对齐，并平均摆放于会议室内。检查确保可在会场各席位看到屏幕和发言者。
Tables and Chairs - set up according to the layout requested. Tables may be left bare (refer to hotel standard) or covered with conference table cloths. Ensure tables are aligned correctly and evenly set around the room. Check that the screen and presenter can be viewed from all place settings.

- 各席位应至少包含以下物品（参照品牌及酒店标准） -
Each setting is to have the following items as a minimum (refer to brand and hotel standard) –
 - 桌上正对座椅放置印有酒店信头的信纸数张。可将会议纸张放置于会议垫板内。
Several sheets of the hotel's letterhead paper placed on the table, directly in front of the chair. There may be a conference pad used to hold the paper.
 - 将钢笔或铅笔放于纸张右侧。
Pen or pencil to the right of the paper
 - 水杯放于杯垫上。放于钢笔或铅笔尖上方。水杯旁放瓶装水（可以的话）
Water glass placed on a coaster. Set above the tip of the pen or pencil. Place bottle of water next to glass (if applicable)
 - 薄荷糖/糖果（可每人单独设立，也可几人共用——如三人之间放上一碟）。
Mints/Candies (may be individual or communal – e.g. one bowl between three).
- 宴会活动订单列出的会议设备，如讲台、白板、活动挂图等，以及视听设备——话筒、投影仪、屏幕、音响系统等。启用无线网络（有的话），告知主办者密码。
Meeting equipment as listed on BEO, e.g. lectern, whiteboard, flipchart etc. and audio visual equipment - microphones, LCD projector, screen, sound system etc. Wi-Fi (where available) is enabled and password available for host.
- 按要求提供衣帽架及国际通用充电器。
Coat rack and international power adapters to be available on request.
- 茶歇桌（如未提供会议室之外区域，设立在会议室后方）。参照“茶歇”政策
Refreshment break tables (set in the back of the room if a designated area outside the meeting room has not been allocated). Refer to 'Set Up – Refreshment Break' Policy
- 除指定布局和需求设备外，各会议室应配备包含以下物品的主持人工具包——
In addition to the prescribed layout and equipment requested, each meeting room is to have a Facilitator toolkit containing the following items –
 - 剪刀
Scissors
 - 胶带及遮蔽胶带（用于固定宴会活动的材料盒）
Sticky tape and masking tape (for securing boxes of event material)
 - 带有多余书钉的订书机
Stapler with extra staples

- 至少两种颜色的荧光笔
Hi-lighters in at least two colours
- 回形针
Paperclips
- 尺子
Ruler
- 黏土胶
Blu tack
- 额外白板及白板笔（包括各种颜色）
Extra whiteboard and flipchart markers (in various colours)
- 便利贴
Post it notes
- 钢笔和铅笔
Pens and pencils
- 房间布置完毕后，在宴会运营部（C&E Ops）工作的餐饮部员工应反复核对以下内容 -
Once the room has been completely set, the Food and Beverage employees working in Conference and Event Operations (C&E Ops) are to cross check -
 - 桌椅数量正确
There are the correct amount of tables and chairs
 - 无人会坐在桌“腿”边（对圆桌或长方形桌而言）
That no one will sit on a table 'leg' (relevant if using round or rectangular tables)
 - 所有会议桌配有相应会议用品
That all tables have been set with the appropriate amenities
 - 各席位有足够空间（如，假设每位客人都带有大型文件夹或手提电脑）。
There is enough room at each setting (e.g. imagine each guest will have a big folder or a laptop).
 - 所有设备已放入房间
All equipment has been placed in the room
 - 所有客人可以看到屏幕和讲话人。
All guests will be able to see the screen and the presenter.
 - 网络正常工作
Internet is working

- 空调设在 23 摄氏度（除非宴会活动订单另有规定，或酒店有不同标准），并至少在客人到达前 1 小时开启。

Air-conditioning is set to 23 degrees Celsius (unless stipulated otherwise on the BEO or the hotel has a different standard) and should be turned on at least one hour prior to guest arrival.